ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 23

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 07/01/2019

2. CONTRACT NO. *(If any)*: 68HERH19D0022

3. ORDER NO.: 68HERH19F0251

4. REQUISITION/REFERENCE NO.: PR-OCSPP-19-00324

5. ISSUING OFFICE *(Address correspondence to)*:
HQAD
US Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Avenue, N. W.
Mail Code: 3803R
Washington DC 20460

6. SHIP TO:

a. NAME OF CONSIGNEE: OCSPP DC

b. STREET ADDRESS: USEPA OCSPP
(Division), MC:
RM: WJC East Building
1201 Constitution Ave, NW

c. CITY: Washington

d. STATE: DC

e. ZIP CODE: 20004

7. TO: David Sprague

a. NAME OF CONTRACTOR: SRC, INC.

b. COMPANY NAME:

c. STREET ADDRESS: 7502 ROUND POND ROAD

d. CITY: NORTH SYRACUSE

e. STATE: NY

f. ZIP CODE: 132122558

f. SHIP VIA:

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR:

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: See Schedule

10. REQUISITIONING OFFICE:

11. BUSINESS CLASSIFICATION *(Check appropriate box(es))*

☐ a. SMALL ☒ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O.B. POINT:

13. PLACE OF

a. INSPECTION: Destination

b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O.B. POINT ON OR BEFORE *(Date)*: Multiple

16. DISCOUNT TERMS:

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 063053771 Preparation of ICB Chemistry Reports for EPA's New Chemicals Programs (Formerly Task Order 11) TOCOR: Bethany Masten Max Expire Date: 06/30/2024 Continued ...					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $200,000.00

21. MAIL INVOICE TO:

a. NAME: RTP Finance Center

SEE BILLING INSTRUCTIONS ON REVERSE

b. STREET ADDRESS (or P.O. Box): US Environmental Protection Agency
RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts

17(i) GRAND TOTAL: $2,362,679.46

c. CITY: Durham

d. STATE: NC

e. ZIP CODE: 27711

22. UNITED STATES OF AMERICA BY *(Signature)*: 07/01/2019 ELECTRONIC SIGNATURE

23. NAME *(Typed)*: Sheila Dolan
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/01/2019	68HERH19D0022	68HERH19F0251

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/01/2019 to 06/30/2020					
0001	Base Year: Task Order Type: T&M Hours 3,200 NTE: $454,778.44 Period of Performance: 07/01/2019 - 06/30/2020 Delivery: 07/01/2019 Accounting Info: 18-19-B-69T-000CD6-2505-TC5PQQP-1969TV 0012-001 BFY: 18 EFY: 19 Fund: B Budget Org: 69T Program (PRC): 000CD6 Budget (BOC): 2505 Job #: QT5PSMZZ Cost: TC5PQQP DCN - Line ID: 1969TV0012-001 Funding Flag: Partial Funded: $149,000.00 Accounting Info: 18-BT-69T-000CD6-2505-TC5PQQP-1969TV00 12-002 BFY: 18 Fund: BT Budget Org: 69T Program (PRC): 000CD6 Budget (BOC): 2505 Job #: QT5PSMZZ Cost: TC5PQQP DCN - Line ID: 1969TV0012-002 Funding Flag: Partial Funded: $51,000.00				200,000.00	
0002	Option Year 1: Task Order Type: T&M Hours 3,200 NTE: $463,877.95 Period of Performance: 07/01/2020 - 06/30/2021 (Option Line Item)				Option	
0003	Option Year 2: Task Order Type: T&M Hours 3,200 NTE: $473,166.91 Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $200,000.00

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/01/2019	68HERH19D0022	68HERH19F0251

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Period of Performance: 07/01/2021 - 06/30/2022 (Option Line Item)					
0004	Option Year 3: Task Order Type: T&M Hours 3,200 NTE: $482,638.83 Period of Performance: 07/01/2022 - 06/30/2023 (Option Line Item)				Option	
0005	Option Year 4: Task Order Type: T&M Hours 3,200 NTE: $488,217.33 Period of Performance: 07/01/2023 - 06/30/2024 (Option Line Item)				Option	
	The obligated amount of award: $200,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

ENVIRONMENTAL PROTECTION AGENCY

Preparation of ICB Chemistry Reports for EPA's New Chemicals Programs

CONTRACTOR: 68HERH19D0022
TASK ORDER NUMBER: 68HERH19F0251
PROJECT TITLE: Preparation of ICB Chemistry Reports for EPA's New Chemicals Programs

Task Order Contracting Officer's Representative	**Alternate Task Order Contracting Officer's Representative**
Bethany Masten Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division **Tel.** (202) 564-8803 **Email:** Masten.Bethany@epa.gov **U.S. Mail:** U.S. EPA, 1200 Pennsylvania Ave., (7406-M), Washington, D.C. 20460-0001	Kathryn Schechter Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division **Tel.** (202) 564-8559 **Email:** Schechter.Kathryn@epa.gov **U.S. Mail:** U.S. EPA, 1200 Pennsylvania Ave., (7406-M), Washington, D.C. 20460-0001

A. Performance Work Statement (PWS)

A1. Background and Purpose

Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for the evaluation of chemical substances under the Toxic Substances Control Act (TSCA). Under Section 5 of the Act, the EPA may evaluate new chemical substances (i.e, chemicals not listed on the TSCA Chemical Substance Inventory) for their stated uses, their potential new uses, and potential risks associated with those uses. Existing chemicals evaluated under Sections 4 and 6 of TSCA may also be evaluated for the potential risks associated with their various uses. In these cases, the EPA may develop regulatory requirements to protect humans and the environment from injury resulting from manufacture, processing, intended and potential new uses, and disposal of existing and new chemical substances and their metabolites.

The contractor shall support OPPT by performing chemistry evaluations of new and existing chemicals including the chemistry aspects of their manufacture, processing, use,

potential new uses, and pollution prevention. In performing such evaluations, the contractor shall be required to gather, generate, evaluate, and communicate chemistry and chemical technology information for a wide variety of chemical substances including substances prior to manufacture for commercial purposes (for which there may be little or no published data) as well as substances which are established in U.S. Commerce and therefore may have extensive literature references. This responsibility also includes determination of potential other uses for these substances and their substitutes.

In addition to providing a review of Premanufacture Notices (PMNs) for establishing the identity of the PMN substance, its physical/chemical properties, the basic chemistry, potential new uses and related chemicals, the contractor may also be required provide a pollution prevention assessment involving characterization and quantification of the waste produced from the manufacturing processes of PMN substances preselected by EPA for review. The contractor will compare the information in the PMN submission and provided by the submitter to technical criteria established by EPA in order to determine whether concerns exist regarding types and amounts of waste associated with a given manufacturing process. The contractor may also be required to determine possible causes for the waste produced and for suggesting approaches for its reduction and/or process alteration. The contractor may be required to analyze alternative synthetic chemical reactions or synthetic pathways.

"Chemistry and chemical technology information" includes detailed chemical identity such as chemical name and chemical structure, clarification of identity data, composition, chemical and physical properties, chemical reactions including in vivo reactivity, chemical processing, stoichiometry, byproducts, impurities, feedstocks, and information pertaining to a full understanding of the use of a chemical substance for the purposes of classifying and coding the use data as well as for assessing human exposure, environmental release, and chemical market impacts. This information may be required on the principal chemical substance(s) or on associated substances such as precursors, derivatives, feedstocks, byproducts, impurities, and similar substances.

"Information gathering" includes planning, conducting, and reviewing technical information searches (including the published chemistry literature, chemical reference series, chemistry texts, chemistry experts where appropriate, chemical data bases and TSCA Confidential Business Information (CBI) files which will be available at EPA Headquarters.

"Report generation" includes the actions necessary to provide chemistry and chemical technology information. Report generation also includes identifying and supplying information that is missing, incomplete, or incorrect and may involve calculations, extrapolations, modeling, and estimations using chemical analogs and predictive methodologies.

"Information evaluation" includes validating, verifying, clarifying, correlating,

classifying, summarizing, and interpreting chemistry and chemical technology information.

"Information communication" includes preparing reports, making oral presentations, actively participating in meetings, and performing related administrative duties, such as database maintenance and database entry.

The principal users of this technical support are the assessors who carry out risk and economic impact assessments, including assessors of health and environmental effects, human exposures, environmental releases, and marketing and social ramifications, as well as those who make integrated regulatory decisions.

Additionally, the contractor shall provide support entering chemical structures and information from the Chemistry Reports into the ICB ISIS or Instant JChem databases utilizing personal computers, GO drives, and/or removable hard drives.

Purpose

The primary purpose of this PWS is to provide technical support related to chemistry and chemical information pertinent to new chemical substances.

The Contractor will develop various technical products to support these activities such as, but not limited to, chemistry assessments, Quality Assurance and/or Quality Control project plans and/or of work products, and related tasks that will be clarified as indicated in the statement of work.

A2. Scope of Work

The purpose of this procurement is to provide support for chemistry assessment of new chemicals for OPPT. **This is a time and materials statement of work**.

The contractor will be required to have the ability to work on-site in the CBIC or other CBI secured spaces in an EPA building. The contractor will also be given tasks that can be performed remotely and would need to have CBI secured space for those activities. The contractor will have access to CBI machines for the performance of new chemical reviews. The contractor shall supply the necessary resources required for the performance of non-CBI tasks (database searching). The scientific quality of assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with new chemical program schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures.

Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section C.3 (TASKS).

The contractor may receive EPA laptops to facilitate completion of tasks in this task order at the discretion of the CO and TOCORs.

B. TASKS

TASK 1: Project Management and QAPP requirements

Project Management

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Task Order Contracting Officer Representative (TOCOR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA TOCOR/Alternate TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TOCOR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

QAPP Requirements

Quality Assurance: The Quality Management Plan, the QAPP for Tasks 2 through 4. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5 (https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf).

* The contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for Tasks 2-8 within 10 days of selection and before **the initiation of the rest of the task**

order. Updates to QAPP based on comments from the EPA to the QAPP must be received within 3 working days.

* EPA will review the contractor's draft QAPP and provide the Contractor with written approval or written comments.

* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR. An acceptable QAPP must be received before the rest of the task order is initiated (tasks 2-8), no funds may be received for the following tasks until the contractor's QAPP has been approved.

* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

Additional QA Documentation Required

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

* Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 10 days of task order award.

TASK 2. Reporting Requirements

The contractor shall write and submit monthly progress reports to the EPA Task Order Contracting Officer Representative (TOCOR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the hours and costs incurred for each task during the month and cumulatively , and (f) total remaining budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved budget has been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix K for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA CO. The EPA CO may also initiate verbal communications with the contractor on an as needed basis to determine project status.

The contractor may be required to separate the number of hours spent on different tasks, e.g., time spent on PMNs vs exemptions vs SNURs.

Deliverable: Monthly Progress Reports shall be submitted to the EPA TOCOR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

TASK 3: Developing Chemistry Reports and Assessing New Chemicals

The contractor shall support chemist assessors in meeting the objectives of this task order and its responsibilities under TSCA Section 5 by performing the following:

3.1. Generation of Chemistry Review Assessments

The chemistry report documents validate chemical identity, synthetic routes, feedstocks, byproducts, impurities, catalysts, solvents, reagents, potential Persistent, Bioaccumulative, and Toxic (PBT) substances, formulations, physical and chemical properties, intended uses and potential other uses, potential for pollution prevention or pollution reduction, and other pertinent data necessary for the review of the case for unreasonable risks. The contractor shall be required to read, understand, evaluate, correct, develop supplemental data, summarize, and prepare electronic reports on the chemistry and chemical technology information on new chemical substances. Certain of this information may be contained in documents submitted under Section 5 of TSCA: Premanufacture Notices (PMNs), including Test Market Exemption Applications (TMEAs), Section 5 (h)(4) notices or applications, or other notices or application received, specifically under Sections 5 or 8.

Upon receipt of an assignment, the contractor shall prepare a report which shall include an estimate of the accuracy of chemical identity, physical/chemical properties, chemical synthesis, pollution prevention potential, and use information based on consistency and completeness of information. The contractor shall also search EPA generated databases for structural analogs that may have been previously reviewed or the contractor may be required to perform an additional search utilizing the published chemistry literature (journals, chemistry texts, handbooks and other chemistry reference volumes, Beilstein, Kirk-Othmer, etc.) for existing information on the chemical or its analogs. All intended and possible new uses of the PMN chemicals shall be determined and evaluated. The results of the use determination shall be included in the chemistry report. The contractor shall also identify and address important data gaps or other missing information that may provide insight into the processing, use, potential additional uses, or disposal of the PMN substance or related chemicals. Errors, data gaps, or uncertainties shall be discussed with the Task Order COR or the coordinating EPA staff chemist(s) who will ascertain whether additional information or clarification from the submitter is needed. The contractor shall also attempt to develop or estimate important and necessary information using appropriate methods of estimation or extrapolation. Appropriate information gathering, generating, evaluating, summarizing, and communicating shall be done by the contractor to provide a full understanding of the chemical's identity, properties, synthesis, toxic waste, and its planned or potential uses in commerce from a chemist's perspective. Information on the substance shall also be characterized and summarized in a final report.

The timing of the chemistry support and deliverables provided are critical to adequate performance under this contract. In the chemistry review of Premanufacture Notices, the major portion of the work to be performed by a contractor shall commence within two to four hours of

the assignment and shall be completed (including an electronic report and formal oral presentation) within two to four days after receipt of the assignments. PMNs are received by EPA at any time during each working day; accordingly, cases to be reviewed could be identified and assigned at any time. In addition to the individual evaluation tasks, the contractor shall also be required to participate directly in regularly scheduled meetings two to four days per week at the EPA offices in Washington, D.C. Certain of these meetings occur in a twice-a-week cycle. Because of the nature of the scheduling, the nature of the technical support function, the restricted availability of source documents, and the rapid response requirements, the contractor shall be readily available to respond to assignments within the time constraints stated above.

The Agency will screen incoming PMNs to determine which PMN cases will receive full Agency review and which cases will receive reduced review (polymer exemption cases, same as cases, etc). Presentations, including structural diagrams, shall be made by the contractor on assigned cases usually within two or three days after assignment twice-a-week in early morning meetings at EPA headquarters. The electronic chemistry reports, in a prescribed format, shall be due by 11:00 AM on the day of presentation at the Chemical Review meetings. Any changes that need to be made to the chemistry reports after the Chemical Review meeting should be made at the direction of the Work Assignment COR. Corrected versions of the electronic report should be delivered (1) the same day for reports that are still under review, (2) within 7 calendar days of the assignment for reports that have completed their review or (3) within one day after a Focus meeting (an early disposition meeting in the PMN review process) standard review decision. (Focus meetings are held twice a week at EPA.) If there have been no changes to the electronic copy of the report on the day of the Chemical Review meeting, this will serve as the final version. This may include the work and reports for the case on pollution prevention or pollution reduction in the area of New Chemicals. Additional review and liaison work may be required subsequent to the presentation and may lead to changes or corrections to the chemistry reports. All modifications to the reports shall be completed within the specified time limit.

To perform the above work, the contractor shall be required to have the following capabilities, knowledge, and experience: (1) the ability to insure the continuous availability of three to five chemists during the life of the contract up to full time for this contract with the following qualifications:

(a) training completed at the Ph.D. level in organic or physical organic chemistry; (b) significant knowledge of organic chemical documentation and the scientific literature, organic chemical synthesis, organic chemistry reaction mechanisms, chemical structure and chemical and physical property relationships, uses of chemicals and structure/function relationships, chemicals in U.S. Commerce, industrial chemical practices and technologies and environmentally benign alternative syntheses; (c) skills in investigating, predicting, evaluating, and communicating chemical information, including a working knowledge of computer software programs (such as

ISIS/Base, ISIS/Draw, Instant JChem, CAS Online, Synopsys Accord, Microsoft Access, Lotus Notes, Microsoft Excel, Lotus 1-2-3, dBase, Beilstein Online) and experience and skill in presenting technical data; (d) ability to identify structural and functional chemical analogs and to make professionally based judgments regarding chemical and physical properties, validity of intended uses, the potential for new uses for new chemical substances, and the potential for alternative synthetic routes to prevent pollution; and (e) experience in synthesis or manufacture of organic and inorganic chemicals, in chemical research and development, and in applications of organic chemicals; (2) demonstrated freedom from real, apparent, or potential conflicts of interest relating to TSCA Confidential Business Information (CBI) and demonstrated ability to handle CBI per TSCA CBI procedures and regulations; (3) ability to begin work on cases identified daily within two to four hours, complete work within two to four days, attend scheduled semi-weekly meetings as well as unscheduled meetings involving personal interaction with EPA's PMN review staff, and carry out work two to five days per week at EPA Headquarters or at a contractor office location in close proximity to EPA's offices in Washington, D.C. to allow for efficient travel to EPA Headquarters for meetings and use of CBI facilities such that travel time is minimized and the security of CBI documents is not put at unnecessary risk during transport; and (4) demonstrated quality assurance and control for work performed under the contract.

TASK 4: Standard Review Chemistry Report

These reports are designed to concentrate and expand on specific information needs identified during and after the Focus Meeting, an early disposition meeting in the PMN Review Process. As such, these reviews may take various forms, e.g., more information in one or more particular subject areas, e.g., rate of hydrolysis of the subject chemical, effect of pH conditions, rates of reactions, estimation of solubility in water under specified conditions, evaluation of specific behavioral characteristics of a substance (e.g., likelihood that a substance will cause foam in a natural aquatic environment), further detailed analysis of the intended use(s) and of other potential uses, classification of chemicals from the standpoint of structure or function, detailed identities and levels of impurities, byproducts, and other associated substances, PBT substances, and the potential for pollution reduction or pollution prevention. The completion schedule to complete detailed review chemistry reports will vary depending on the amount of information desired and the difficulties encountered in obtaining it (completion within two to three weeks is typical). Standard review chemistry reports, electronic version written in the prescribed format, currently Microsoft Word, are to be delivered to EPA Work Assignment COR. The contractor may also be required to interact with other OPPT review staff and to participate in Standard Review workgroup meetings.

TASK 5: Follow-up Review, Chemistry Report

These Chemistry reports on PMNs provide the technical basis for additional evaluations, such as the prediction of significant new uses as required by Section 5 of TSCA. The Agency will identify specific PMNs for which these chemistry reports are required and establish due dates, usually within one week. The contractor shall review, gather, develop, and evaluate all pertinent chemical information that may assist the Agency in its decisions. For example, in the case of developing significant new uses, the contractor shall thoroughly evaluate the intended uses and provide data and technical insight on the intended uses during the initial commercialization. The information should be of sufficient clarity and completeness that it is readily understood by nontechnical personnel and that the information on the intended uses represents a sound baseline from which to make predictions. The reports must also provide clear rationale for alternative commercialization scenarios (i.e., potential other uses or "significant new uses" and their likelihood).

Predictions and rationale in these reports shall be based on chemical type, structure, composition, chemical properties, physical properties, data on analogs, or an end use effect derived from the scientific literature or relevant data bases as well as firsthand knowledge, experience and professionally based judgment.

TASK 6: Physicochemical Property Data for New Chemical Substances

EPA is responsible for the identification or estimation of chemical properties for PMN substances which are in question or not provided by the PMN submitter. The contractor shall prepare reports which identify empirical physical and chemical data, such as water solubility, for a wide range of chemicals which is to be used as a source for analogs. Existing empirical data should be obtained from published literature, reference volumes, industrial literature and other commercial sources. The contractor shall use professional judgment as to the validity and empirical nature of the information in all cases. Results and updates shall be delivered by the contractor to EPA each month or as required by EPA. The report shall include chemical structure, CAS Registry Number, the empirical values, including the temperature at which they were measured, and the references. Values such as melting point, boiling point, octanol/water partition coefficient, pH, and salinity, if found are to be included. The contractor shall also provide quality control of information and structures provided. This shall include the assurance through cross-checking that no duplicative work is done on chemicals that are already available, unless the new work corrects or completes existing information.

TASK 7: Physicochemical Determination for Various Chemical Groups

EPA is responsible for the identification or estimation of physicochemical properties for various groups of chemicals, such as PBT's and pesticide inerts. Lists of the chemicals to be

reviewed will be provided on an episodic basis. The contractor shall prepare reports, using ISIS base or other database format determined by the EPA, which identify the name, structure, CAS registry number, physicochemical properties, i.e. melting point, boiling point, vapor pressure, octanol/water partition coefficient, and water solubility, or other endpoints as identified by the EPA, and appropriate analogs for the listed chemicals. When requested by EPA, the contractor shall also find other information, such as use, for some or all of the chemicals. The contractor shall present these data at the Chemical Review meetings.

TASK 8: Information Gathering and Database Entry

EPA is responsible for the generation and updating of many databases, such as dye and water solubility. The contractor shall gather the data from various sources determined by EPA and input these data into the databases supplied by EPA. The databases and any hard copy information will be given by the contractor to EPA when requested by EPA. EPA will transfer the data in the databases to master databases that are kept by EPA. The information in these databases is used by EPA for risk assessment of new and other chemicals.

C. REPORTING REQUIREMENTS AND SCHEDULE OF BENCHMARKS & DELIVERABLES: As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, TOCORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).

For most deliverables, the EPA TOCOR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

SPECIFIC SCHEDULE OF DELIVERABLES:

Tasks	Deliverables	Schedule
Task 1:	Project Management and QAPP	QAPP within ten days of task order award
Task 2:	Monthly progress reports	Monthly reports
Task 3:	Developing Chemistry Reports and Assessing New Chemicals	Products shall be submitted within the week the contractor is tasked with the work unless extended by approval of the TOCOR.
Task 4:	Standard Review Chemistry Report	Products shall be submitted based on technical direction issued by the TOCOR.
Task 5:	Follow-up Review, Chemistry Report	Products shall be submitted based on technical direction issued by the TOCOR.
Task 6:	Physicochemical Property Data for New Chemical Substances	Products shall be submitted based on technical direction issued by the TOCOR.
Task 7:	Physicochemical Determination for Various Chemical Groups	Products shall be submitted based on technical direction issued by the TOCOR.
Task 8:	Information Gathering and Database Entry	Products shall be submitted based on technical direction issued by the TOCOR.

E. DELIVERABLES

For each deliverable submitted electronically, the contractor shall submit electronic copies to EPA in a format that EPA can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and EPA.

F. ACCEPTABLE QUALITY LEVEL FOR TASKS

See Attachment: Quality Assurance Surveillance Plan

Performance Criteria Analysis – TASKS		
Performance Indicator	**Standard**	**Acceptable Quality Level (AQL)**
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%
Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%

F.1 Method of surveillance

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports. See attachment J.5 of this RFTOP.

F.2 Period of Performance

Base: 12 months from award date
Option 1: 12 months from option exercise
Option 2: 12 months from option exercise
Option 3: 12 months from option exercise
Option 4: 12 months from option exercise

G. TASK ORDER TYPE

Tasks 1-8: Time and materials

H. INSPECTION AND ACCEPTANCE

H.1 Quality Assurance Project Plan

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	Documentation	**Specifications**	**Due**

X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	Task Order proposal due date

This documentation can be found on the following EPA website – https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

I. TASK ORDER ADMINISTRATIONDATA

I.1 Contract Administration Representatives

Contracting Officer: Genine McElroy, McElroy.Genine@epa.gov

Contract Level Contracting Officer's Representative: Bryan Lobar, lobar.bryan@epa.gov

Task Order Contracting Officer's Representative (TOCOR): Bethany Masten, Masten.Bethany@epa.gov

Alternate TOCOR: Kathryn Schechter, Schechter.Kathryn@epa.gov

J. INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

(End of Clause)

K. TASK ORDER CLAUSES

K.3 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 Months.

LOCAL CLAUSE - EPA-B-32-103A - LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items ___1__ through __5___ are severable and may be incrementally funded. For these items, the sum of $200,000.00 of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:

	PRIOR AMOUNT	THIS MOD.	NEW AMOUNT
BASE PERIOD			
Total Maximum Amount:	$0.00	$0.00	$454,778.44
Funded Amount:	$0.00	$0.00	$200,000.00

(End of clause)

L-1 EPA-J-52-101 LIST OF ATTACHMENTS

ATTACHMENT 1: QUALITY ASSURANCE SURVEILLANCE PLAN

ATTACHMENT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
MANAGEMENT AND COMMUNICATION: The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract.	Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.	Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.	All active task orders will be reviewed by the EPA to identify unreported issues.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).
TIMELINESS: For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR and CO no later than the time specified in the order's PWS.	Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.	95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.	100% inspection of all deliverables and related work by the TOCOR; TOCOR will document the timeliness of all work requirements.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).
TECHNICAL QUALITY: For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.	All deliverables and related work must be complete, accurate, thorough, and professionally credible.	Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.	EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.	Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).